



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGPM. 10
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION REPORTS ANALYST GR 13	
OFFICE/AGENCY:	LOCAL DESIGNATION REPORTS ANALYST	
DIVISION: CORPORATE AFFAIRS AND GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: PLANNING, MONITORING & EVALUATION	IMMEDIATE SUPERVISOR MANAGER (REPORTS) GR.16	POS. NO. DJAGPM. 07
SECTION: REPORTING	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PM: 11/08	26 NOVEMBER 2008	CREATED
HRM 8.1.20/PM: 31/13	31 ST MARCH 2013	RECLASS
HRM 8.1.20/PM: 20/20	20 TH SEPT 2020	RENAMED, RENUM.,

PURPOSE OF THE JOB

The Planning, Monitoring & Evaluation Branch reviews and enhances the long, medium and short-term planning for the Department of Justice and the State Legal Offices¹. The branch also co-ordinates the implementation of the department's internal policies as well as development projects outlined within these plans, and ensures that progress and outcomes on all development activities and core operational functions are monitored, evaluated and accurately reported to top management and other agencies. The branch also acts as the linkage between the department and other government agencies, the Law and Justice Sector Program, and international donors such as AusAID, UNICEF, and UNDP.

The role of the Reports Analyst is establish and support improved reporting methods in the department to improve report content and presentation for decision making.

ACCOUNTABILITIES

¹ Note: The corporate support branches of the Department of Justice will also provide support to the State Legal Offices and the constitutional offices until they become autonomous. Accordingly, in this document references to the "department" will include these agencies.

- Ensures that all departmental reports on performance are collated, reviewed and improved if necessary for their purpose
- Establishes and maintains information management processes and systems within the Branch to facilitate timely and accurate reporting on the department's performance

MAJOR DUTIES

- In consultation with Manager (Reports) staff and the Information Management Branch, lead the development and implementation of an information and records management system for the Branch
- Examine and evaluate purpose and content of performance reports (including annual, quarterly, flash reports) to develop new, or improve existing format, use, and control
- Prepare and issue instructions concerning preparation and distribution of reports to assist Branch Heads and Activity Managers achieve improved performance reporting
- Collate and analyze department performance reports to identify problems and gather suggestions for improvements in line with department objectives
- Provide hands-on assistance to Branch Heads and Activity Managers to improve quality of performance reporting
- Perform any other duties to support the Branch's operations, as directed.
- Ensure that all Branch reports and appropriate statistics are collated towards producing the department's *Annual Management Reports*.

REPORTING AND WORK RELATIONSHIP – INTERNAL

- Reports to Manager (Reports)
- Liaises with all Branch staff.

WORK RELATIONSHIP – EXTERNAL

- Law and Justice Sector Agencies, Law and Justice Sector Secretariat, Department of National Planning and Monitoring, Government Printing Office.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Must have degree in Public Policy Management or Degree in Social Science.

Knowledge

- Working knowledge of government reporting processes
- Sound knowledge of data and information management, and monitoring and evaluation.
- Sound knowledge of quantitative and qualitative analysis, policy, monitoring and evaluation.
- Strong understanding of annual performance reporting.
- Sound knowledge of monitoring and evaluation.

- Sound knowledge of the Public Service Management Act, Public Finance Management Act, PS General Order and PS Code of Business Ethics and Conduct.
- Good understanding of developing and measuring Key Result Areas, Key Performance Indicators, output, outcome, leading and lagging performance indicators.

Skills

- High level oral and written communication skills
- Demonstrated ability in undertaking research and analysis
- Demonstrated ability to compile and produce relevant reports, data summaries, and documentation
- Team player
- Well developed computer skills, particularly with Microsoft Office software (e.g. MS Word, MS Excel).

Experience

- At least five (5) years relevant experience in either the public or private sector.